

**Pittsford Planning Commission  
Minutes - DRAFT  
September 25, 2025**

**Board Members Present:** Kevin Blow, Chuck Charbonneau, Rick Conway, Robb Spensley, Donna Wilson, Nancy Gaudreau (alternate), Michael Norris, and Gordon Fox

**Others Present:** Jeff Biasuzzi, Ann Reed, Logan Solomon – RRPC

**1. Meeting - Call to order**

The meeting was called to order at 6:31 by Kevin Blow – Chair.

**2. Need To Amend Agenda**

Ann Reed asked for an addition under new business for information on a training coming up. Donna Wilson asked to add RRPC Board of Commissioners Appointments to the agenda.

**3. Approval of Meeting Agenda**

A motion was made by Chuck Charbonneau and seconded by Robb Spensley to approve the meeting agenda as amended. The motion passed unanimously.

**4. Approval of Minutes**

*August 28, 2025 Minutes*

A motion was made by Donna Wilson and seconded by Gordon Fox to approve the agenda. **The motion passed unanimously.**

**5. Public Comments**

No comments at this time.

**6. Old Business**

Zoning Regulation changes were started on page 22, as this was the section flagged for review at this meeting. The additions made to add details relating to the character of the area were agreed upon.

On page 6, section C 1, there were grammatical corrections made. The word “much” was changed to “a portion”.

Section 1104: Additional wording letting readers know Home Occupation is defined in Article XX.

Section 1105: The section was renamed Front Setbacks on Narrow Right-of Ways. There were slight changes to add private road.

Section 1107: This section was renamed Accessory Dwelling Unit instead of Accessory Apartment to keep up with State Statute language. Section C, there was an addition of “or 900 feet, whichever is greater” which puts this in compliance with the 2023 law for 24 VSA §4302 (38). Under the conditional use required, Logan suggested outlining a process for cases where a landowner wants to add more than one ADU. It was a group consensus to keep Logan’s additional language for this section.

Section 1110: The last sentence of this section had the word apartment changed to dwelling unit to make it consistent through the document that they are accessory dwelling units and not accessory apartments.

Section 1117: This will be removed due to the new subdivision regulations.

Proposed new Section 1123: Open Storage – After a conversation, it was decided that this does not belong in the Zoning Regulations and should be part of the Junk and Junk Vehicles Ordinance that the Selectboard does. It was asked for Ann to bring this to the Selectboard as a change in the Junk and Junk Vehicles Ordinance.

Proposed New Section 1124: Housing Decisions – This was decided to keep, as it is part of the 2023 law.

Section 1201: The additional language that makes this section so the regulations comply with 24 VSA §4412 (8)(C) and 30 VSA §248a.

Section 1203: Discussion was had about the “administrative officer” and zoning administrator. It was decided to change all of the “administrative officer” to zoning administrator throughout the document, including this section. Subsection D of Section 1203 had an additional sentence added that states Driveway access to town roads outside of project fencing requires a local permit.

Page 48: Robb Spensely had circled a word and Logan Solomon wanted to make sure it was not a question. This was correct as it was and left alone.

Section 1301: This had grammatical corrections, which were approved. Subsection C of Section 1301 also added Applications for subdivision approval (see addendum) added due to the new subdivision regulations.

Section 1302 subsection B: Under the exemptions section, wording for special flood hazard areas was added and approved.

Section 1302 subsection 11: This section would be an addition to the zoning regulations. This is for what can be exempt as a storage structure. This was discussed at length on what should be exempt. The debate was between 150 square feet and 160 square feet and Connex/shipping containers versus sheds that are built or purchased. Some Planning Commission members felt that all metal/Connex/Shipping containers should be exempt from permitting. Others felt like all smaller sheds should be exempt. The concern with setbacks was also discussed. This section will be revisited at the next meeting to finalize decisions. The original language presented was deleted and new will be added for the metal/Connex/shipping containers.

Section 1401: There was debate on whether to extend the dates to 120 days due to new requirements or keep it at 60 days. The decision was to keep it at 60 days so that the zoning process is not holding up potential construction projects.

Section 1402: This section was changed to reflect new legislation from 2023 and 2024. This will now be defined as per 24 VSA §4465(b). This way, if the laws change again, it refers to the statute and not specific language within the document.

Section 1405: This is a new section relating to the 2023 law and affordable housing. This was approved by the Planning Commission the way that Logan Solomon presented it.

Section 1406: This is a new section for setback waivers. Logan added this after the last meeting. Logan’s language was approved other than some wording in section C relating to secretary of the Zoning Board of Adjustment. This was removed due to not having a set person for the secretary of the Zoning Board of Adjustment. The waiver shall be filed with the Zoning Administrator and the Pittsford Town Clerk.

Section 1701: The addition of the subdivision review was added to subsection A. Logan Solomon had proposed a section E stating 120 days for scheduling a hearing, however the Planning Commission wants to stick to the original 60 days that had been indicated previously in the Zoning Regulations.

Section 1702: The wording for what a quorum shall be made up of was corrected to state that “a quorum shall be in attendance in person, or virtually, consisting of not less than the majority of members of the Appropriate Municipal Panel.”

Section 1903: The way the Vermont Statute number was written was corrected to the correct format.

Section 1905: The formatting of the Vermont Statute was corrected.

Article XX: The first paragraph was corrected due to grammar.

Accessory Dwelling Unit: This definition was revised to meet the new legal requirements per 2023 state law.

Affordable Housing: This definition was changed to reflect the statutory definition.

Alteration, Incidental: This definition was further explained to clarify for the common person reading the definitions.

Attic: This definition was discussed at length. Some houses use the attics as a loft living space, some are uninsulated and do not have finished floors. This was the subject of a court hearing at one point according to Logan Solomon. The Planning Commission would like to circle back to this their next meeting for further discussion on the definition of attic.

Basement: This definition had wording added to clarify what was a basement versus a walk out cellar.

Bed and Breakfast: There was language that had been suggested, but was taken out after discussion. Jeff Biasuzzi had suggested a continuous stay of 50 days, which did not make sense to most Planning Commission members if it is a bed and breakfast. The Planning Commission decided to revert back to the previous definition as it was in the previous zoning regulations.

Camp: This definition was discussed at length due to the different types of camps there are. There are camps for summer camp/commercial/organized use in Pittsford (ie. Camp Betsey Cox and Camp Sangamon), seasonal camps that have plumbing and are used either three season or all four season, and then primitive camps. Logan Solomon’s comment under the camp definition had to do with primitive camps and the Wastewater rules for primitive camps. The definition per Wastewater rules is that it is not used for more than three consecutive weeks in a 12 month period and not for more than sixty days total in that same twelve month period. There are only two types of camp listed on the table of uses. This definition and the table of uses for camp needs to be reviewed again at the next meeting.

Court: new definition due to Section 106. The definition was approved.

Development: The addition of demolition was approved within this definition.

Dwelling Unit: Jeff Biasuzzi and Logan Solomon had changed the word family to household and added language to further define dwelling unit. This new definition was accepted as amended.

Dwelling, Multi-family: Households was used to replace the word families.

Dwelling, Two-family: Households was used to replace the word families.

External Heating Facility: Additional language asking readers to refer to Section 1122 was approved.

Family: This definition had revisions due to 24 VSA §4412(14). The Planning Commission further wanted to refine it and change it to household instead of family.

Household Appliances: Jeff Biasuzzi had asked for this definition to be added, however the Section it would be in was taken out by the Planning Commission members earlier in the night, so this definition is not needed and will be taken out.

Junk, Junkyard, and Junk Motor Vehicle definitions: These were new definitions for the section Jeff Biasuzzi wanted to have added to the Zoning Regulations. The section was not approved by Planning Commission members, so these definitions can be taken out.

Manufactured or Mobile Home: The suggested addition on this definition was denied and deleted, as it complicated it for many to understand.

Motor Vehicle Sales and Service: Jeff Biasuzzi had suggested adding and impound yards (towing and recovery) to the end of this definition, which was approved by the Planning Commission members.

Private Road: The number of feet was changed from 50 to 20 feet in width for this definition.

Sign, Temporary or Portable: Jeff Biasuzzi had suggested adding per year to the end of the definition. After discussion about signage, the Planning Commission opted to delete the entire definition from the Zoning Regulations.

Structure: The word residential had been added in front of storage for the definition, however, Planning Commission members decided to delete it again. The square footage was changed from 150 square feet to 160 square feet.

Subdivision: This definition was simplified and approved by the Planning Commission.

Zoning Administrator: Logan Solomon suggested having a definition for this position. This was approved to be added to the definitions section.

Flood Hazard Area Regulations: The only change to these was cosmetic on page 92 of the current draft. It labeled the subsections to B into 1. And 2.

## **7. New Business**

Timeline With Grant Due Dates:

Ann Reed explained that the Selectboard had held their two hearings for the Enhanced Energy Plan and would be voting on it at their October 1, 2025 meeting. This will be an addendum to the Town Plan, so will be finalized when that is approved after revision.

Zoning Regulation grant is set to expire December 31, 2025. There were some questions on if the Zoning Regulations could be fully approved by then. Ann Reed stated she would reach out to Regional Planning Commission to ensure what the steps were for approval of this. If it cannot be completed, Ann Reed will work with the Selectboard to get an extension and the Town will lose the 10% forgiveness for not having completed documents by the December 31, 2025 deadline.

The Town Plan will be the next item to be updated once the Zoning Regulations have been completed. The Town Plan does not have to be done before the December 31, 2025 deadline, but does need to be completed by early 2026 due to the old Town Plan expiring.

Training:

Ann Reed let the Planning Commission members know about a training that VLCT is putting on October 22, 2025 from 9:00am to Noon. This can be done via zoom or in person in Montpelier. Ann has signed up to do this via Zoom. Anyone wishing to be registered should reach out to Ann to get them signed up.

RRPC Board of Commissioners:

Donna Wilson asked the Planning Commission to consider moving her to the alternate position and Ann Reed to the full position for the RRPC Board of Commissioners, as she has not attended many meetings this year and Ann has attended them all since February. Motion by Robb Spensley and seconded by Chuck Charbonneau to recommend to the Selectboard the change of delegation to the RRPC Board of Commissioners. Motion passed unanimously.

## **8. Next Meeting**

The next meeting will be held October 23, 2025 at 6:30pm.

## **9. Adjournment**

Rick Conway made the motion to adjourn the meeting with a second from Chuck Charbonneau at 9:15pm. **The motion passed unanimously.**

Respectfully submitted,

Ann Reed  
Recording Secretary

Approved by,

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The Pittsford Planning Commission